

UP- 86-1863



MEMORANDUM FOR: Associate Deputy Director for Administration

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VIA: Deputy Director for Administration

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FROM: Robert W. Magee  
Director of Personnel

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SUBJECT: Request to Address "Summer Only" Employees on  
22 July 1986

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1. Action Requested: The Office of Personnel is hosting a "Summer Only" day for all Summer Only employees in the Auditorium on 22 July to broaden their knowledge of the Agency in general and thank them for their efforts and support. We request that you address the group from 9:30 to 9:50 hours, to be followed by a short question and answer period.

2. Background: The Summer Only Program was initiated in 1958 to allow dependents of overt Agency employees to apply for temporary summer employment. Summer employees are hired at the GS-02 level if a high school graduate, and the GS-03 level if attending college. This year approximately [ ] applicants competed for [ ] available positions, (DCI [ ] DDA [ ] DDO, [ ] DDS&T [ ] and DDI [ ]). Summer employees are cleared at the Secret level, range in age from 17 to 23 and perform essential temporary or backlogged work, generally of a clerical nature. Each year the Director, or another senior representative, has met with them for a brief discussion. The overall reaction to these sessions has been consistently favorable and many Summer Only employees consider them one of the highlights of their summer experience.

3. Topics of Interest: This is a good opportunity to inform young employees of college age the importance of the Agency missions, our role in the Intelligence Community and how "leaks" hurt the national security. In closing, your comments regarding the importance of their interest and efforts over the years have been greatly appreciated and a personal thanks would be in order.

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Robert W. Magee

DD/A REGISTRY  
FILE: 18-4

SUBJECT: Request to Address "Summer Only" Employees on 22 July 1986

( ) Will ( ) Will not address the "Summer Only" employees on

Date: 22 July 1986 Time 7:00 to 11:00

APPROVED:



Associate Deputy Director for Administration

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15 JUL 1986

Date

Distribution:

Orig - Return to D/Pers  
1 - DDA  
1 - D/Pers  
1 - Div IV/OP

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SUMMER ONLY EMPLOYEES' PROGRAM

Tuesday, 22 July 1986

Headquarters Auditorium

(Please be seated by 8:45 a.m.)

8:45 - 9:00	Opening Remarks	<div>Deputy Director for Employment</div>
9:00 - 9:30	OTS Film	
9:30 - 10:00		Henry P. Mahoney Associate Deputy Director for Administration
10:00 - 10:15	Break	
10:15 - 10:45	Personnel	Robert W. Magee Director of Personnel
10:45 - 11:45	Student Trainee Program	<div>Coordinator for Student Programs</div>
11:45 - 12:45	Lunch**	

\*\*Please return to your office following lunch.

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